

CITY OF NEW YORK
Brooklyn Community Board #13
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Service Aide Title Code No: 52406 Hours/Shift: Full time	Salary: \$26,536 - New City Employee \$30,516 - Current City Employee with 2 years of city service	
<p>Under general supervision, the Community Service Aide, with latitude for independent initiative and judgment, performs responsible work in any phase of the Community Board's work; will assist and support in the day-to-day operation and administration of the Community Board; performs assigned tasks to provide necessary and important community services. Excellent verbal and written communications skills needed. Must type accurately with speed. Must have knowledge of computers and internet.</p>		
<p><u>Examples of Typical Tasks.</u></p> <ul style="list-style-type: none"> • Maintain incoming mail for Community Board's office and Community Board's Chairperson. • Prepare and maintain mailings for monthly board meetings and various committee meetings, including email. • Maintain meeting calendar; set up appointments. • Prepare varied documents for office, committee reporting and dissemination. • General filing of office material and documents. • Handle incoming complaints from residents and businesses, follow up and formulate reports when necessary. • Performs difficult and responsible clerical operations (use of Microsoft Suite computer programs, typing of documents, filing, and preparation of mailings). • Maintain appropriate records. • Must be able to take and transcribe minutes. • Must be available to attend evening meetings. 		
QUALIFICATION REQUIREMENTS		
<p>A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in community work.</p>		
TO APPLY, PLEASE SUBMIT RESUME: InfoBk13@cb.nyc.gov		
POST DATE: January 20, 2016	POST UNTIL: Until filled	JVN#: 483-16-002

The City is an Equal Opportunity Employer
New York City Residency Required